

SAC minutes  
December 1, 1998 Meeting

Note: Action Items are at the end.

Attendees:

Belinda Collins, Chair

Krista Johnsen Leuteritz, Secretary

Jim Nell, MEL

Joel Zingeser, BFRL

Christine DeVaux, TS

Al Parr, PL

Rob Ivester, MEL

George Quinn, MSEL

Nev Pugh, OIAA/MSEL

John Mayo-Wells, EEEL

Carroll Croarkin, ITL

Cita Furlani, ATP

Ralph Richter, Program Office

Absent: Representatives from the BNQP, CSTL and MEP

Jim Nell opened the meeting with a presentation on MEL's standards road map project. This is an on-going project for MEL that determines how a standard impacts a particular business. There are four steps: transfer, transport, verify and store. When completed the project will provide guidance on how to work within the strategic standardization process and how to determine which standards apply to your business. Jim envisions that the standards will be incorporated into a database that can be queried on-line and linked to other relevant databases such as the NSSN/ISO. There are two NIST IRs which will be published soon. Please refer to these for further information. Jim will continue to update the SAC members on the roadmap project.

Standards policy – Belinda Collins handed out the latest draft of the policy. She asked everyone to take it back to his/her OU, to examine it, to have their management examine it, and to provide her with feedback by December 15. Some discussion ensued. One of the key items in the policy is the guidance that management must do a budget crosswalk on its standards activities to evaluate available funding, staffing and resources. In other words, it must answer the question, “if the OU does not have the money or people, management must address which standards activities are NOT going to be done, and which must be done to meet the OU mission?”

Fee policy – Belinda handed out a draft fee policy memo which suggests that each OU should be responsible for funding ISO/IEC, TAG and other standards activities. Judy Baker in OSS is working with each OU to determine the accuracy of all memberships and accompanying fees. Belinda noted that the issue of the “pay to play” in ISO and IEC committees is most urgent. We may be losing some “P” status (voting) memberships because ANSI cannot pay the required fees. Belinda wants to make certain that this does not happen where NIST is playing a vital role in a standard's development. John Mayo-Wells noted that IEEE is also in the process of instituting a voting fee.

Joel Zingeser noted that looking at the decisions in a systematic way will be of great benefit to NIST in the long run. If industry is sending their people to ISO/IEC, then NIST should also be considering where we send our people. Is the picture changing from the national standards developing organizations? Would NIST get more bang for its buck by participating in consortia or in ISO and IEC committees rather than in traditional national standards bodies such as ASTM, ASME, NFPA, et al.? The choice is likely to be sectoral but all of these considerations must be taken into account.

Carroll Croarkin brought up the question of whether we (TS and SAC) were still considering creating a brochure for federal participants in standards developing activities. The answer is yes, we in OSS are considering this and we will develop it in 1999.

Krista gave a brief explanation of the Tools group that has formed in support of the SAC activities. Currently, there are members from TS, BFRL, ITL, and MEL. She spoke about the on-line federal agency position coordination project on which the group is beginning to work. She showed the places in the OMB Circular A-119 that point us in the direction of coordinating within and between federal agencies. Please see the handout for further information on this. Carroll, Rob Ivester and Mayo said they will come to the next meeting of the tools group.

Other business: A discussion of posting the trip reports to standards committees on the intranet took place. Belinda and Neville Pugh will continue to work together to resolve if and how much of the reports will be put on-line.

Belinda mentioned the conformity assessment workshop which is being planned by NIST, ACIL and ANSI for February 9, 1999 at the Wyndam hotel in DC. The draft agenda is attached to these minutes.

George Quinn brought up the flammability article that had appeared in the Washington Post a few weeks back. He mentioned that the reporter was unable to find files relating to when the flammability standard was created because ASTM throws out their files after 10 years. He found this out when he was looking for some answers in ASTM archives and he was told by Jim Thomas that they have a policy of throwing out documents older than 10 years "to conserve space". Belinda mentioned that we should look into this. Federal agencies are supposed to feel comfortable about using voluntary consensus standards. What are the current record keeping requirements for ANSI-accredited SDOs? Is there a need for change if agencies use these standards?

Finally, Belinda mentioned that she has a CD that Mike Hogan gave her with a Canadian road map to telecom standards on it. Mayo is the first to borrow it but others may do so at a later date.

#### ACTION ITEMS:

Everyone: Review the standards policy. Have your management and others in your OU review it. Send feedback to Belinda by 12/15/98.

Everyone: Review the fee policy memo and the fee list that was handed out to each OU at the meeting. Acknowledge that, to the best of your knowledge, the list you received was correct and that your OU has no problems with the personnel and fees that are listed. Please get back to Belinda or Judy Baker (ext. 4000) by 12/15/98. (This pertains to ANSI dues to ISO/IEC only, not other fees.)

Everyone: Give Belinda feedback on on-line standards related trip-report concept.

Belinda, Nev, Steve meet to discuss the trip reports on-line.

Krista will ask Sam Chappell about the ANSI accreditation process and record keeping.

Krista will send out an electronic version of the standards policy.

Krista will ensure that every member of the SAC receives copies of Jim's IRs when they are available.

Krista will ensure that each member has received a copy of the Standards Summit Conference Summary Report.